

**SECRET**

FILE

12 OCT 1964

*10/12*  
*B*

MEMORANDUM FOR THE RECORD

SUBJECT : Civilian Reserve Program

1. I attended a meeting of the Personnel Advisory Board on 8 October 1964 which was called to discuss the subject of the CIA Civilian Reserve Program and the attached draft memorandum on the same subject. It was the view of the Chairman, which I believe was shared by other members of the Board, that the present make-up of the Civilian Reserve probably is not what is needed for the long pull. MMPD will continue to screen the records of personnel who are leaving the Agency in order to accumulate lists of those which may be useful as reservists.

2. The Office of Personnel will give further study to the Agency's needs regarding the Civilian Reserve Program and the ways in which we may go about meeting them. When this is done, another meeting of the Personnel Advisory Board will be called to further discuss the subject.



25X1

Executive Officer to the  
Deputy Director for Support

EO-DD/S:VRT:fmf (12 Oct 64)

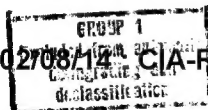
Distribution:

✓ Orig - DD/S Subject  
1 - DD/S Chrono

NOTE: Suggest the 8 October Personnel Advisory Board Agenda and the attached copy of Executive Order 11179 be filed under the Civilian Reserve Program with a cross reference to the Personnel Advisory Board.

VRT

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PERSONNEL ADVISORY BOARD

8 October 1964

2:00 p.m.

5E-56

HQS

A-G-E-N-D-A

CIA Civilian Reserve Program

25X1 HR [ ] coordinated by the PAB in 1963 and published last June, "prescribes policies for the selection and use of Civilian Reservists and provides for the establishment of a centralized directory to implement the Civilian Reserve program."

25X1 Mr. [ ] of the Mobilization and Military Personnel Division will discuss briefly the background of the Civilian Reserve program and will outline some of the steps proposed in connection with its administration. Reactions of PAB members will be solicited with respect to the attached draft memorandum and other related matters.

Attachment: A/S

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EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

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MEMORANDUM FOR: (Operating Officials and Heads of Independent Offices)

SUBJECT : CIA Civilian Reserve Program

REFERENCE : HR

1. HR  prescribes the policies for the selection and use of Civilian Reservists and provides for the establishment of a centralized directory in the Office of Personnel to implement the Civilian Reserve program.

2. The purpose of this memorandum is to enlist your assistance in identifying and locating those former employees and other individuals who, because of their skills or present status, may be capable of assisting the Agency in the recruitment of personnel, outplacement, the reporting of cover opportunities or investigative leads, certain operational activities and other special tasks that can be performed by persons outside the Agency. This Reserve will, of course, have additional value as a potential source of manpower in event of emergency or wartime expansion.

3. The CIA Career Council in 1958 approved the establishment of a directory of selected former employees which was designated the "CIA Civilian Standby Reserve". This Directory now contains the names of approximately  persons who have expressed an interest in serving the Agency if needed.

Approximately  additional names are in varying stages of processing but have not yet been contacted. The initial phase of this Directory was formed in 1958 when senior officials reviewed machine listings of employees GS-07 and above who had left the agency between 1947 and 1958. Since 1958 we have added to this Directory by screening monthly separations lists. The problem with this Directory is that since the primary objective of the program was to provide a potential source of manpower in event of national emergency it has a

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25X9 preponderance of lower-graded, non-technical personnel who would have limited potential for rendering assistance in current operations. In fairness to the some [ ] who have been contacted and indicated a willingness to serve the Agency in time of emergency I do not propose to drop them out of the program at this time but it will be necessary to apply more stringent criteria for membership in the program now envisaged in HR [ ]

25X1 4. The attached list (Attachment 1) which has been extracted from the current Directory contains the names of those who were former employees either of your office or the predecessor of your office. After reviewing this list it is requested that you identify those individuals, if any, whose primary potential is in sensitive operational activities and advise me whether their names should be included in the Directory and if included, how contact with them should be restricted (HR [ ]). Also, please furnish my office the names, along with any available pertinent information, of other former employees or other individuals whom you consider to be potential Civilain Reservists within the meaning of HR [ ] In the interests of uniformity 25X1 it is recommended that nominations be made in the format shown in Attachment 2. Please note that HR [ ] provides that future nominations may, in the case of present employees, be made on the Form 1152, Request for Personnel Action, prepared at the time of separation from the Agency.

25X1 5. For your information, I plan to send a questionnaire similar to that shown in Attachment 3 to those individuals in our current Directory believed to have a potential for assisting the Agency in current operations and to all future nominees who are cleared for contact. Information from completed questionnaires will be added to pertinent biographic information available

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within the Agency and made available to Operating Officials and Heads of Independent Offices to meet specific requirements.

6. questions regarding this program may be directed to Mr.

25X1

Chief, Mobilization and Reserve Branch, MMPD,  Room 1351 R & S Building. Your assistance in developing this program is greatly appreciated.

25X1

Emmett D. Echols  
Director of Personnel

3 Attachments

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MEMORANDUM FOR: Director of Personnel

ATTENTION : Chief, Mobilization and Reserve Branch, MMPD

SUBJECT : Nomination for Civilian Reserve Program

1. Name: \_\_\_\_\_
2. Biographic Information:
  - a. Inclusive Dates of Agency Employment: \_\_\_\_\_
  - b. Office: \_\_\_\_\_
  - c. GS Grade: \_\_\_\_\_
  - d. Major Skills: \_\_\_\_\_  
\_\_\_\_\_
  - e. Reason for Separation: \_\_\_\_\_  
\_\_\_\_\_
3. Estimated potential assets for Civilian Reserve program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. (Planned) (Current) (Last Known) Occupation: \_\_\_\_\_  
\_\_\_\_\_
5. (Planned) (Current) (Last Known) Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

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QUESTIONNAIRE FOR CIVILIAN STANDBY RESERVISTS

1. Name: \_\_\_\_\_
2. Permanent Address: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Telephone Number: \_\_\_\_\_
5. Current Employment Affiliation: \_\_\_\_\_
6. Nature of Duties: \_\_\_\_\_
7. Current military reserve status:
  - a. Service: \_\_\_\_\_
  - b. Unit: \_\_\_\_\_
  - c. Location: \_\_\_\_\_
  - d. Expiration of Obligation (If applicable): \_\_\_\_\_
  - e. Military reserve grade: \_\_\_\_\_
8. Remarks concerning full time employment in a national emergency: \_\_\_\_\_
9. Remarks concerning current occasional part time employment : \_\_\_\_\_
  - a. Special considerations (if applicable):
    - (1) Approximate number of consecutive days in each year which could be devoted to a task if necessary: \_\_\_\_\_
    - (2) Time of year most suitable: \_\_\_\_\_
    - (3) Advance notice required: \_\_\_\_\_



(4) Ability to travel:

(a) Immediate area \_\_\_\_\_

(b) Anywhere in U. S. \_\_\_\_\_

(c) Other \_\_\_\_\_

b. Remarks concerning any planned travel or temporary residence  
outside the United States: \_\_\_\_\_

10. Additional Remarks (Comments regarding possible ways of assisting):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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TRANSMITTAL SLIP	
TO: DD/S	
ROOM NO. 7D18	BUILDING
REMARKS:  Your attention is invited to the attached Exeuctive Order which appeared in the Federal Register of 24 September 1964.	
FROM: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span> OGC / LC	
ROOM NO. 7D01	BUILDING

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# Presidential Documents

## Title 3—THE PRESIDENT

### Executive Order 11179

#### PROVIDING FOR THE NATIONAL DEFENSE EXECUTIVE RESERVE

By virtue of the authority vested in me by the Constitution and statutes of the United States, including Sections 708(a) and 710(e) of the Defense Production Act of 1950, as amended (50 U.S.C. App. 2153 (a); 2160(e)), and as President of the United States, it is hereby ordered as follows:

**SECTION 1.** There shall be in the Executive Branch of the Government a National Defense Executive Reserve composed of persons selected from various segments of the civilian economy and from government for training for employment in executive positions in the Federal Government in the event of the occurrence of an emergency that requires such employment.

**SEC. 2.** The Director of the Office of Emergency Planning (hereinafter referred to as the Director) shall administer the Executive Reserve program; coordinate the activities of other agencies in establishing units of the Reserve; provide for appropriate standards of recruitment and training; approve prospective members of the Executive Reserve; and issue necessary rules and regulations in connection with the program.

**SEC. 3.** The Director, in carrying out his responsibilities under this order, may utilize the services of other departments and agencies in the maintenance of agency and centralized rosters and in the development of training programs and materials.

**SEC. 4. (a)** The head of any department or agency of the Government (hereinafter referred to as a Secretary), designated by the Director after appropriate consultation, may establish a unit of the Executive Reserve (hereinafter referred to as Executive Reserve Units) in his respective department or agency.

**(b)** Executive Reserve Units existing under Executive Order No. 10660 of February 15, 1956, as amended, on the date of this order shall henceforth be deemed to be Executive Reserve Units under this order.

**SEC. 5.** Membership in Executive Reserve Units shall be subject to the following:

**(1)** Subject to the provisions of this order, particularly paragraph (4) of this section, an individual who on the date of this order was a member of an Executive Reserve Unit under Executive Order No. 10660 may continue to serve therein without further designation.

**(2)** A Secretary desiring to designate an individual to serve as a member of an Executive Reserve Unit of his department or agency shall submit the name of the prospective designee to the Director for approval. Upon approval of the prospective designee by the Director, the Secretary concerned may designate the individual as a member of the Executive Reserve Unit of his department or agency.

**(3)** An individual whose membership in an Executive Reserve Unit has at any time expired, or is at any time about to expire, under the terms of this order may be redesignated as a member under the procedure set forth in paragraph (2) of this section.

**(4)** Without limiting the authority of the respective Secretaries to terminate the membership of any individual in an Executive Reserve Unit at any time, it is directed that continued service of a member under paragraph (1) of this section, and the designation or redesignation of a member under paragraph (2) or (3) of this section, respectively (including any designation of an individual occurring at the

## THE PRESIDENT

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 expiration of his service under paragraph (1), shall be for a period not to exceed three years.

SEC. 6. Activities of any person by reason of his continuance, designation, or redesignation as an Executive Reservist under this order shall not include acting or advising on any matter pending before any department or agency but shall be limited to receiving training for mobilization assignments under the Reserve program.

SEC. 7. The Director shall report to the President annually, and at such other times as may be appropriate, on the status and operation of the Executive Reserve program.

SEC. 8. Executive Order No. 10660 of February 15, 1956, entitled "Providing for the Establishment of a National Defense Executive Reserve," as amended, is hereby superseded.

LYNDON B. JOHNSON

THE WHITE HOUSE,

September 22, 1964.

[F.R. Dec. 64-9759; Filed, Sept. 22, 1964; 11:24 a.m.]